

**2020 Rural Health and Hospitals Conference
March 4 – 6, 2020 – Denver Marriott West, Golden
Exhibitor Shipping Instructions**

Preparing for the Conference

To be sure everything arrives on time and in good condition, follow these tips:

- Plan well in advance to ensure a smooth and successful trade show shipping process and secure the best transportation option for your shipping needs. **Don't forget to also schedule your outbound shipment after the show has closed.**
- Boxes should have a complete return address and be marked if there is more than 1 box (e.g., Box 1 of 2 and Box 2 of 2). Please try to limit packages to arrive 2 business days prior to the conference due to limited storage. **Be sure to replace these labels with the correct return address when shipping items post-show. Pre-print these labels ahead to save time at show close.**
- If you've already arranged shipping, confirm final arrangements with your in/outbound carrier prior to show open and prior to show close. Check the **Exhibitor Hall Set-Up and Tear Down Instructions** for post-show pick-up times. Remember, you need to allow time for crates/boxes to be returned, packed and staged for outbound shipping.
- When shipping inbound or outbound, keep your tracking numbers along with contact phone numbers (daytime and after hours) with you in case you have questions about your shipment.

Onsite & Post-Conference

Exhibitor move-in and move-out can be a hectic time. Be prepared, by following these simple steps.

- As you unpack your booth for day one, prepare your empty crates for storage by removing old storage labels. Having your empty crates labeled properly will make identification at show close faster and more accurate.
- On the last day of the show, make note of the **Exhibitor Tear Down Instructions**.
- Your empty crates will be delivered to your booth at show close. Now is the time to use those pre-printed return address labels for shipping your booth and goods back home. Be sure to remove all the old labels or cover them properly so there is no confusion.
- Assign someone from your company to be on-site to oversee the outbound shipment of your booth property and product.

Below are the instructions for shipping your packages to the Denver Marriott West:

Packages should arrive **no earlier than Monday, March 2** to the address below.

Recipient's Name and Company
Exhibit Table Number
C/O Nicole Papes
CHA 2020 Rural Conference
Denver Marriott West
1717 Denver West Blvd.
Golden, Colorado 80401